

**Division of  
Building  
Safety**

# **ELECTRICAL NEWS BRIEF**

**Volume 1, Issue 1**

**January 3, 2005**

## **NEW PERMITTING PROCEDURES**

**Commencing January 8, 2005 all electrical permits** for electrical work performed within the city limits of Coeur D'Alene must be **submitted in person or mailed** to the Division of Building Safety, Electrical Bureau Coeur D'Alene Office, 1250 Ironwood Drive, Suite 220, Coeur D'Alene, ID 83814.

Contractors and Specialty Contractors are required to use their own state assigned electrical permits and shall distribute the copies in the following manner: **Copies 1 and 2 plus the fees** – mail or deliver to the **Division of Building Safety, Coeur d'Alene office**; **Copy 3** – Retain by contractor for his/her records, specialty contractors attach to the electrical service switch; **Copy 4** – Contractor delivers to the power supplier, specialty contractor keeps for his/her records; **Copy 5** – Contractor attach to the electrical service switch.

**Please Note:** *Electrical Permits are required at the time the electrical installation work is commenced.*

The electrical inspectors assigned to the city of Coeur D'Alene are Tom Loudin and Don Geiger. When requesting electrical inspections (rough-in and finals) please use the following information:

Tom Loudin, telephone number 208.769.1579 x229 All areas East of 7<sup>th</sup> Street.

Don Geiger, telephone number 208.769.1579 x223 All areas West of 7<sup>th</sup> Street.

Also available for your convenience is the CDA Inspection request toll free number: 800.689.6986  
Remember to schedule your inspections in advance so that your job is not held up unnecessarily.

The City of Coeur D'Alene and the Division of Building Safety, Electrical Bureau believe this new procedure will provide a more convenient and efficient method of processing your electrical permits and subsequent inspections within the City of Coeur D'Alene. We appreciate your assistance and cooperation, thank you for your support.

If you have any questions please feel free to contact me at 208.332.7147 or email [gmalmen@dbb.idaho.gov](mailto:gmalmen@dbb.idaho.gov)